

POSITION SUMMARY

Under the general supervision of the Executive Director, Serve Wisconsin is responsible for overseeing federal funds intended to promote community service and volunteerism throughout Wisconsin.

This position develops policies and procedures, conducts program planning, monitoring, and evaluation for federal AmeriCorps funds, and functions as a technical expert to local and state government agencies and nonprofit organizations related to federal and state laws, regulations, and policies.

This position coordinates annually one to three grant competition processes by developing requests for proposals in accordance to federal and state requirements, establishing timelines and work plans, and making funding recommendations to the Wisconsin National and Community Service Board. In order to leverage more resources in Wisconsin, this position provides technical assistance and outreach to eligible grant recipients; monitors contract objectives, expenditures, progress reports, and conducts on-site evaluations to evaluate compliance with complex federal and state statutes and regulations.

Additional duties include assisting the Executive Director in planning and developing operational policies, strengthening Serve Wisconsin's relationship with stakeholders including federal contacts, elected officials, administrators of non-profit organizations and the general public. State and national travel is required.

TIME % GOALS AND WORKER ACTIVITIES

40% A. Management and monitoring of AmeriCorps Program portfolio

A1. Interpret complex and often vague federal policies and guidance to ensure an assigned AmeriCorps program portfolio is in compliance with complex state and federal rules and regulations.

A2. Monitor performance measure accomplishments to maximize results with federal, state, and Serve Wisconsin requirements, policies, procedures, and practices.

A3. Serve as primary contact for assigned portfolio to provide guidance and technical assistance, including being the liaison to federal contacts.

A4. Monitor assigned AmeriCorps programs' compliance with federal and state requirements through site visits and progress report reviews.

A5. Oversee the assigned AmeriCorps programs' budgets through purchase requisitions, purchase orders, review and approval of invoices, grant closeout, and onsite monitoring.

A6. Manage the federal and Serve Wisconsin online grant management system, OnCorps, used by Wisconsin AmeriCorps programs for activities related to grant applications, AmeriCorps member service hours and financial management.

A7. Coordinate communications with AmeriCorps programs to ensure effective transfer of information and guidance.

A8. Develop and maintain effective working relationships with non-profit and faith-based organizations and other government entities.

A9. Plan, organize and execute trainings for Wisconsin AmeriCorps programs.

A10. Develop and maintain instructional documents for Wisconsin AmeriCorps programs.

A11. Support AmeriCorps program alignment with the Wisconsin State Service Plan.

30% B. Manage and monitor grant solicitation processes and program training

B1. Draft and release a request for proposals in compliance with complex federal and State rules, regulations, and laws.

B2. Develop and maintain a competitive grant application and selection process free of bias.

B3. Manage the State of Wisconsin request for proposals/ application processes for AmeriCorps grants including selection, eligibility, and suitability of applicants.

B4. Assist in collecting program data to effectively and efficiently report to the Corporation for National and Community Service and elected officials and for marketing efforts.

B5. Develop and present in-person and online grant application trainings.

B6. Analyze, refine, and develop policies and procedures related to the request for proposals process.

B7. Support delivery of State Service Plan.

10% C. Provide leadership in Communications, Marketing and Government Relations and event planning.

C1. Manage online communication with Wisconsin AmeriCorps programs, currently conducted through Basecamp.

C2. Manage and organize the member reflection process.

C3. Manage and organize trainings for program directors and staff on policies and procedures.

5% D. Other duties as assigned by the Executive Director.

Knowledge, Skills and Abilities

1. Ability to identify, critically analyze and solve problems.
2. Ability to independently organize and prioritize work.
3. Demonstrated excellent customer service skills.
4. Effective interpersonal skills.
5. Attention to detail.
6. Experience in training and technical assistance, preferred.
7. Knowledge of AmeriCorps programs.
8. Knowledge of federal grants programs.
9. Knowledge of program planning concepts and techniques.
10. Effective oral and written communication skills.
11. Financial monitoring skills.

Special requirement

- Possession of a valid Wisconsin Driver's license or ability to provide own transportation statewide.